

FY2016 Yokohama National University International Student Center

Application Guide for Research Students (Fall Semester)

Those who wish to study subject matter in specific research fields at the International Student Center (hereinafter referred to as “the Center”) of Yokohama National University (hereinafter referred to as “the University”) are selected and admitted as research students, provided that their admission does not impede education and research at the Center.

1. Qualifications for admission

Applicants for admission as research students must have research skills regarding subject matter in specific research fields as well as meet one of the following requirements:

- (1) Have graduated after March 1951, or are scheduled to graduate by the time of admission as research students, from a Japanese university
- (2) Have obtained, or are scheduled to obtain by the time of admission as research students, a bachelor's degree that fulfills the requirements by Japan's National Institution for Academic Degrees and University Evaluation
- (3) Have completed, or are scheduled to complete by the time of admission as research students, a 16-year program of school education from elementary school through university in a country or countries other than Japan
- (4) Be recognized by the Center as having academic skills equivalent to the skills of those who meet one of the above requirements

2. Admission period

Research students shall be admitted to the Center in October 2016.

3. Research period

The research period shall be one year or less, until the end of the fiscal year (the end of March 2017). However, if there are special circumstances, it is possible to extend the research period to two years, including the initial research period.

4. Research fields

See the list of “Yokohama National University Academic Research Staff” (affiliation: International Strategy Organization) for research fields available at the Center.

Yokohama National University Academic Research Staff: <http://er-web.jmk.ynu.ac.jp/>

5. Application

(1) Documents to be submitted

- i) Admission application (forms 1 and 2 designated by the Center): 1 copy

- * Applicants must contact their potential academic advisors and obtain their approvals in advance.
- ii) Academic Transcript and Certificate of Graduation (or Completion) of the last school (except Japanese language school) attended (issued within three months prior to the submission of the application): 1 copy
 - * Those who are expected to graduate (or complete their course) must submit a Certificate of Enrollment or a Certificate of Expected Graduation (Completion).
- iii) Written approval of the head of the place of employment of those gainfully employed: 1 copy
- iv) Letter of recommendation by a academic advisor of the last school (except Japanese language school) attended: 1 copy
 - * Please indicate the name of the school of each recommender, as well as his/her job title, name, the date of recommendation, and recommendation statements (free format).
- v) Copy of applicant's residence card (for non-Japanese nationals residing in Japan): 1 copy
- vi) Copy of applicant's passport (page with a photo) (for non-Japanese nationals residing outside Japan): 1 copy
- vii) Sheet for the "Application Fee Transfer Certificate (for Client)" with the "Application Fee Transfer Certificate (for Client)" attached: 1 copy
- viii) Return envelope: 1
 - * Use a size 2 (24 cm by 33.2 cm) rectangular envelope. Print the name and address of the applicant (family or acquaintance in Japan for an applicant living overseas) on the envelope and affix a 485-yen stamp. Also, write "By express" in red on the envelope.

Note: Attach a Japanese or English translation to a certificate prepared in a language other than Japanese or English.

(2) Application fee

9,800 yen (* The application fee is subject to change.)

Payment period: May 30 (Monday), 2016 to June 10 (Friday), 2016

Place for payment: Post office reception desk (please do not use ATMs.)

Payment method:

- i) Use the Transfer Form designated by the University. Visit the reception desk of the Student Center in person to pick up the Transfer Form or request it by mail. If you choose to request the form by mail, write "Request for the Application Fee Transfer Form for Research Students at the International Student Center" in red on the envelope and enclose a return envelope 11.9 cm by 27.7 cm in size (with a 120-yen stamp affixed and the name and address of the application fee payer (applicant or the applicant's agent) printed on the envelope).
- ii) Fill in the name of the applicant in the blank for the name of the client.

- iii) Upon receiving the Bill and Receipt for Application Fee Payment and the Application Fee Transfer Certificate (for Client) from the reception desk of the post office, be sure to check that the date of receipt is stamped on the forms.
- iv) Note that the payment transfer service is not available on Saturdays, Sundays, and holidays.
- v) Fees separately required for payment transfer must be covered by the applicant.
- vi) Affix the Application Fee Transfer Certificate (for Client) received from the reception desk to the designated sheet and submit it along with the application documents.

Cautions to be exercised when submitting the application:

- i) Do not pay the application fee more than once.
- ii) An application submitted without payment of the application fee or without the Application Fee Transfer Certificate (for Client) affixed to the designated sheet shall not be accepted.
- iii) Once application documents have been received, the application fee that has been paid shall not be returned to the applicant for any reason, except for the following cases:
 - (a) Cases where the return of the application fee can be claimed:
 - A. When the applicant does not apply for admission after having paid the application fee (either the applicant does not submit application documents or the application is not accepted).
 - B. When the application fee has been paid more than once inadvertently.
 - (b) How to request the return of the application fee:

Prepare a request (free format) for the return of the application fee containing a) the reason for requesting the return, b) the name of the applicant, c) the current address of the applicant, and d) a contact telephone number, and send the request as soon as possible by mail, along with the Application Fee Transfer Certificate (for Client) (please note that the charge for returning the fee will be deducted from the amount to be returned).

(3) How to submit application documents

The applicant or his/her agent must bring the application documents in person to the Student Center, or send them to the Center either by registered mail or by a means that allows confirmation of delivery, such as courier service. When sending documents by mail, write "International Student Center Research Student Application Documents" in red on the envelope. Application documents submitted by means other than these shall not be accepted.

(4) Application period

June 6 (Monday), 2016 to June 10 (Friday), 2016

Office hours: 9:00 to 12:45 and 13:45 to 16:00 (closed on Saturdays, Sundays, and holidays)

* The application must be delivered to the International Student Center by the deadline.

6. Selection

The applicant will be assessed for admission based on a review of the submitted documents. Interviews and other examinations will be administered, if needed.

The results of selection will be reported to the applicant.

7. Admission

An admission notice and documents will be sent to applicants who are selected. Applicants who receive the notice and documents must complete the admission procedure during the admission period. Please pay the following admission fee and tuition in a lump sum during the admission procedure. Applicants who do not complete the admission procedure during the specified period shall be regarded as having declined admission.

Admission fee: 84,600 yen

Tuition: 178,200 yen (half year); 356,400 yen (one year)

(* The admission fee and the tuition are subject to change.)

8. Handling of personal information

Personal information in documents submitted by the applicant may also be used in surveys and research conducted at Yokohama National University, in addition to the purpose of selecting applicants. When presenting the results of surveys and research, personal information will be handled so that individuals cannot be identified. Personal information will not be used or made available for purposes other than the above.

9. Other information

- (1) Application documents that have been submitted and admission fees and tuitions that have been paid will not be returned to applicants for any reason.
- (2) Selection results and admission documents will only be sent to addresses in Japan. For applicants living overseas, they will be sent to their families or acquaintances living in Japan.

Contact for application and information:

International Education Section, Student Center

Yokohama National University

79-1 Tokiwadai, Hodogaya-ku, Yokohama City, Kanagawa 240-8501, Japan

Phone: 045-339-3186; Fax: 045-339-3189

Email: kokusai.kyoiku@ynu.ac.jp